



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Environmental Coordinator

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Manager

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

Reporting to the Resource Recovery Manager, the term Environmental Coordinator will undertake Resource Recovery (70%) and general Environmental Services team (30%) projects to meet 2019 and 2020 work plan goals. In this role, the Coordinator will perform tasks primarily related to RDCK Resource Recovery services, facilities, and programs, mosquito control programs and overseeing the Community Works Grants application process. This is a technical role requiring considerable knowledge of environmental science and best practices, demonstrated skill in consultation, procurement and contract management, solid waste/organics management and grant applications and administration. The incumbent will ensure activities are carried out according to policies, standards, and regulations to ensure operational effectiveness. The incumbent will have considerable contact with regulators, contractors, consultants, and the public.

TASK DESCRIPTION:

1. Assist with the establishment, operation, administration and maintenance of all services related to the Resource Recovery service.
2. Under the direction of the Resource Recovery Manager, coordinates development of new RDCK Solid Waste Management Plan for delivery in 2020. Includes public consultation, working with other agencies and contractors, contract management and reporting.
3. Seeks funding for Environmental Services activities through grant applications, including developing plans, proposals and applications. Administers programs in line with funding requirements.
4. Supervises and coordinates aspects of environmental and engineering projects involving consultants including initial project scoping, request for proposals and other procurement processes, consultant selection, project delivery and reporting.
5. Provides recommendation to the Resource Recovery Manager on program and systems implementation, tender and proposals requirements, budget requirements, repairs and other matters as required.
6. Prepares reports, and studies to make recommendations regarding Resource Recovery issues, program effectiveness and efficiency, compliance issues and requirements, capital development and other technical and environmental issues.
7. Assists the Resource Recovery Manager in overseeing and monitoring performance of services and supply contracts and construction contracts. As required, coordinates procurement process to ensure maximum cost effectiveness and compliance with policy, procedure, contract specifications, work schedules and safety requirements.
8. Coordinates Mosquito Control programs including budget preparation, contract administration, liaison with contractors, reporting and communications.



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9. Reviews, evaluates and makes recommendations to coordinate Community Works Fund grant applications within the Regional District. Liaises with elected officials and other government agency representatives to ensure accurate assessment, allocation of funds and completion of works. Seeks out other provincial and federal granting opportunities such as the Building Fund applications where necessary.
10. Performs on-call duties as approved by the Resource Recovery Manager.
11. Other duties as assigned.

REQUIRED QUALIFICATIONS

- Post-secondary degree in a relevant field, or a combination of related work experience and education with demonstrated strengths in the waste management sector of Environmental Sciences or Civil Engineering.
- Minimum three (3) years of experience in the administration and operation of environmental services such as with demonstrated contract administration and project management skills.
- Previous grant writing experience.
- Current BC Drivers License and satisfactory Drivers Abstract
- Satisfactory Criminal Record.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated skill in developing and implementing public consultation initiatives
- Demonstrated knowledge and experience in the application and interpretation of Federal, Provincial and Local Government Act, regulations, guidelines and best practices governing solid waste management and other environmental programs and issues.
- Knowledge of the operation, procedures and practices used in solid waste management preferably within a government setting.
- Ability to plan and coordinate activities with staff, contractors, consultants and the public to ensure compliance.
- Ability to establish and maintain positive and effective working relationships with internal and external candidates, including contractors, consultants, external agencies, elected officials, and the general public.
- Professional written communication skills, with previous experience writing reports and grant applications
- Professional verbal communication, with the ability to deal with a variety of stakeholders with tact and diplomacy.
- Ability to work independently and in a consultative, teamwork approach.
- Ability to adhere to work without direct supervision, exercise good judgment and to adjust priorities under changing conditions.
- Ability to learn and become proficient in new software.
- Experience using and maintaining databases and GIS software preferred.
- Ability to prepare and understand technical documents including operation and maintenance manuals, construction specifications and drawings, survey maps and other plans.



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- Ability and willingness to work outdoors in all weather conditions and in environments with exposure to unpleasant substances and materials.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date